Quick Start Guide To:

Creating Anchor Links in Your Swiftpage Template

There are times when you may draft up a large newsletter with different topics or sections. In cases like this, you should think about using anchor links in your email template to make each article or section more accessible by the email recipient. **Note:** anchor links are somewhat complicated and are generally only recommended for advanced users.

Note: Creating anchor links is much easier if you split your different articles or sections into separate SwiftWindows.

Making the initial link(s)

1. Click on the SwiftWindow that you want text to link to an anchor.
2. Click on Content Editor > Text Options > Edit Text.
3. If the text you want to be linked is not already in the window, type it in here. If the text you want to link is already in this window, proceed to the next step.
4. Highlight the text you would like to link to a web address.
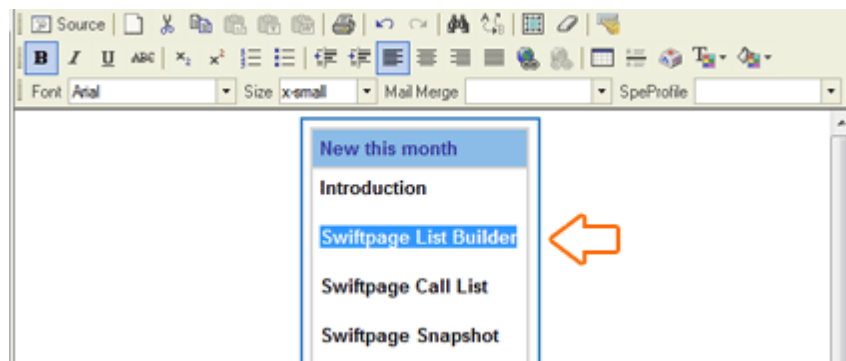
5. Click the Insert/Edit Hyperlink button in the top toolbar, shown here:

6. A pop-up window will enable you to type in the name of your anchor link. Type in a pound sign (shift+3) and then the name of the section. Click OK.
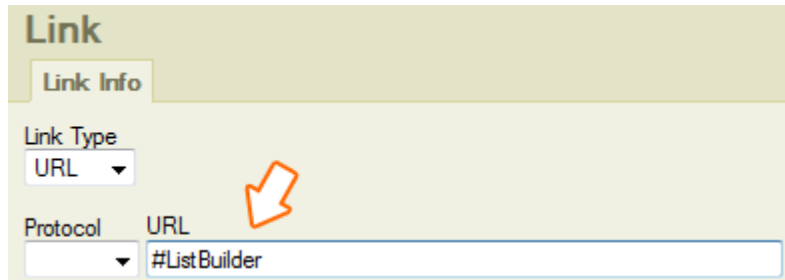
*For each anchor link you want in your document, repeat steps 4 through 6.

Making your anchors

Now you need to go to the first section you have linked text to. In the above example, we used "Swiftpage List Builder" and named the hyperlink #ListBuilder.

1. Click on the SwiftWindow that contains the beginning of the section.

2. Click on Content Editor > Text Options > Edit Text.
3. Click on the Source button in the top left corner, shown here:
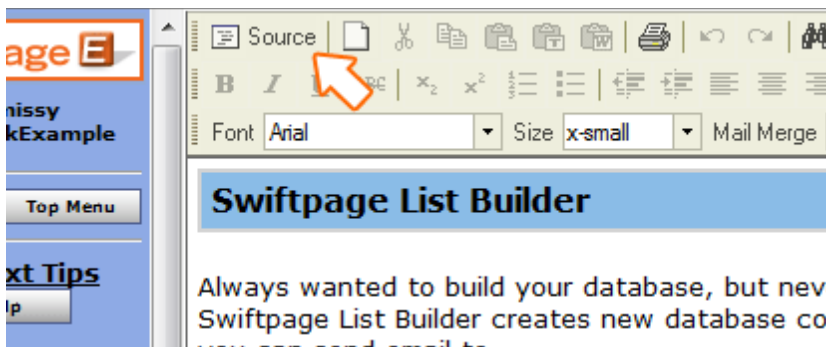
4. The Source button shows you the HTML behind the Swiftwindow, which may look like gibberish if you are unfamiliar with HTML. All you need to do is type in the following at the very beginning of the window:

Where "ListBuilder" in quotations is whatever name you put after the hash mark # in your initial link. (Step 6 of the "Making the initial link(s)" section above.)
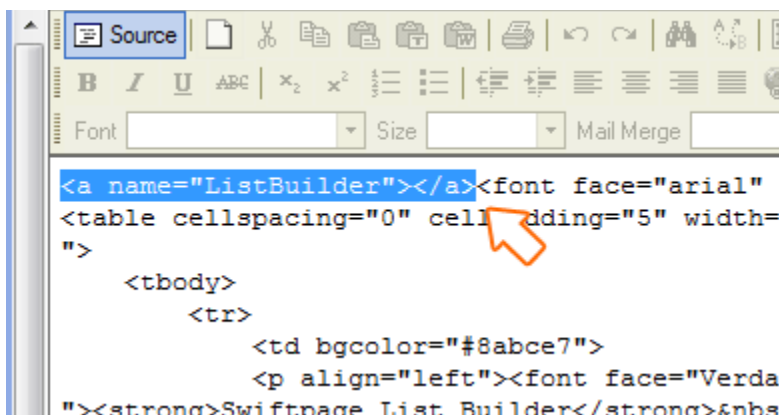
5. Now, click on the Source button again — you will see a funny little mark that looks like an anchor on top of a book (see below). Do not delete this or move it—this is the anchor for your link. It is invisible while viewing your email in the Online Editor as well as after you send the email.

You do not have to do anything else but click on Submit.

6. If you have other anchor links in your document, repeat steps 1-5 in this section.
7. Once you are finished, send a copy of the email to yourself so you can see how it works!